



# **FAIRLIE PRIMARY SCHOOL**

# **HEALTH AND SAFETY**

## **POLICY AND PROCEDURES**

# HEALTH AND SAFETY POLICY

Fairlie Primary School provides a safe, physical and emotional environment for students, employees, parents and visitors through complying with any legislation currently in force or that may be developed to ensure the safety of students, employees, parents and visitors.

In order to meet these requirements:

## PART ONE

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## PART TWO

### **The Principal and Staff (management) develop and implement:**

13	Search and Seizure
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14	Accident Notification (Students/Employees)
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15	Evacuation Procedures
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## PART THREE

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Through the development of these Health and Safety procedures and practice, Fairlie School ensures a safe, physical and emotional environment for students, staff and visitors.

**Policy Review Date:** .....

**Next Review Date:** .....

**Signed - Chairperson:** .....

**Signed – Principal:** .....

## HEALTH AND SAFETY IN THE SCHOOL ENVIRONMENT

- The Property Committee will report to each BOT meeting as part of the monitoring process.
- The Principal is responsible for establishing checks on day-to-day operations and delegating authority to teachers and Property Supervisor to carry this out.
- BOT will advise that they will not be responsible for injury caused out of school opening hours or outside school gates unless on school business.
- All contractors working onsite during school hours are required to sign in and out at the school office.
- The Health and Safety Policy includes the following components:
  - Children with infectious diseases should be kept away from school for prescribed time.
  - Children with notifiable diseases, we follow advice of Public Health Authorities.
  - Student immunization register is kept.
  - Emergency and evacuation routines including warning systems.
  - Playground equipment and conditions – maintenance/inspection.
  - Accident Procedures (Medical room/Sick Bay).
  - Civil Defence (Warden Post).
  - Machinery (Lawnmowers etc.).
  - Heating and Boiler operations.
  - Safety practices within buildings.
  - Road safety (Cycling, Walking to school, trips, school transport).
  - Litter control.
  - Furniture and general classroom equipment.
  - Storage of petrol, and toxic substances – needs an approved handler.
  - Bus monitoring.
  - Gloves to be worn whenever dealing with injuries involving bleeding.
  - First aid equipment is readily available as required and regularly maintained.
  - Unsafe areas must be well marked (fences, notices).

# PROTECTED DISCLOSURES PROCEDURES

Any employee of the Fairlie Primary School who wishes to make a protected disclosure should do so using the following procedure.

- **How to Submit a Disclosure:**

The employee should submit the disclosure in writing.

- **Information to be Contained:**

The disclosure should contain detailed information including the following:

- the nature of the serious wrong doing
- the name or names of the people involved
- surrounding facts including details relating to the time and/or place of the wrong doing if known or relevant.

- **Where to Send Disclosures:**

A disclosure must be sent in writing to The Principal who has been nominated by the Board of Fairlie Primary School under the provision of section 11 of the Protected Disclosures Act 2000 for this purpose.

**OR**

If you believe that The Principal is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the Board Chairperson.

- **Decision to Investigate:**

On receipt of a disclosure, The Principal/Board Chairperson must within 20 working days examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted. If warranted a full investigation will be undertaken by The Principal/Board Chairperson or arranged by him/her as quickly as practically possible, through an appropriate authority.)

- **Protection of Disclosing Employees Name:**

All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the Principal/Board Chairperson will make every endeavour possible not to reveal information that can identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential:

- to ensure an effective investigation.
- to prevent serious risk to public health or public safety or the environment .
- to have regard to the principles of natural justice).

- **Report of Investigation:**

At the conclusion of the investigation the Principal/Board Chairperson will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the person making the disclosure.

- **Disclosure to an Appropriate Authority in Certain Circumstances:**

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:

- both the Principal and Board Chairperson in the school responsible for handling the complaint is or may be involved in the wrongdoing; or
- immediate reference to another authority is justified by urgency or exceptional circumstances; or
- there has been no action or recommended action within 20 working days of the date of disclosure.

- **Appropriate Authorities Include (but are not limited to):**

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- Inspector General of Intelligence and Security
- Ombudsman
- Parliamentary Commissioner for the Environment
- Police Complaints Authority
- Solicitor General
- State Service Commissioner
- Health and Disability Commissioner
- The head of every Public Sector organisation

- **Disclosure to Ministers and Ombudsman:**

A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure:

- has made the same disclosure according to the internal procedures and clauses of this policy.
- reasonably believes that the person or authority to whom the disclosure was made:
  - \* has decided not to investigate; or
  - \* has decided to investigate but not made progress with the investigation within reasonable time; or
  - \* has investigated but has not taken or recommended any action; and
  - \* continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

# CHILD PROTECTION PROCEDURE

- Staff must be receptive and sensitive to children so that children feel listened to and believed.
- Keeping Ourselves Safe – refer new document. Units will be taught as part of the Health Curriculum to increase children's self efficacy in dealing with uncomfortable situations, and to help raise teachers' awareness of the issues.
- The safety of the child is paramount and if the child is in danger or in an unsafe situation, action needs to be taken quickly to secure his/her safety. CYPFS - Child Youth and Family Service and Police, if appropriate, should be advised quickly.
- Staff who have concerns about any children are to discuss them with the Principal. No outside agency will be involved without the prior knowledge of the Principal.
- Accurate and full records shall be kept of disclosures for the duration of the child's stay at the school.
- All information and discussions, including the identity of the informant, will be confidential to the staff involved. Data will be stored in one place known to the senior staff. This will be forwarded to the child's next school at the discretion of the Principal.
- Where further investigation or action is necessary, the Principal will contact the appropriate agency, give them the relevant information, and leave it in their hands. It is important to name the child as information may be already held by CYPFS, Health Nurse, RTLB.
- Decisions about informing parents/caregivers will be made after consultation with CYFS or Police

## **Guidelines to Follow in Situations when a Child Discloses Abuse:**

- If the child is in danger or is unsafe, act to secure their immediate safety
- Listen to the child and reassure them but do not make promises or commitments you cannot keep.
- Inform the Principal and discuss with the appropriate support teacher.
- Principal to ensure that the child has an appropriate person taking responsibility for supporting them.
- Write down what the child says.
- Do not formally interview the child. Obtain only necessary relevant facts if and when clarification is needed.
- Refer to the New Zealand CYPFS or the Police. Await further contact before taking any action.
- After making sure the referral has gone to NZCYPFS or the Police, get support for yourself from the appropriate agencies.

## **APPENDIX A**

### **Indicators of Child Abuse are:**

- **Physical Neglect**  
The child is not given proper food, clothing, shelter, medical attention or supervision to the extent that there is serious risk to health and/or safety of that child.
- **Emotional Neglect** (*This is very hard to define and detect*)  
It is often the case that the child is only ever criticised, always told that it is stupid, naughty or the cause of all the family's problems.
- **Physical Abuse**  
Where injuries are not caused by accident.
- **Sexual Abuse**  
This includes all situations where a parent, caregiver or other person involves a child in sexual activity. This can range from touching through to penetration or even the death of the victim.

### **Indicators of Sexual Abuse in a Child are:**

- Physical injury.
- Signs of physical illness, possibly related to genital or urinary functions, headaches or upset stomach.
- Becomes unusually fussy.
- Washes frequently.
- Refuses her/his favourite food; or an older child may suddenly refuse food.
- An unusual fear of strangers.
- Sudden extreme shyness.
- Lack of enjoyment of favoured pastimes, TV programmes and activities.
- Clinging to parents or extreme fear of being left alone.
- Difficulty going to sleep.
- Sudden fear of the dark.
- Nightmares.
- Bedwetting.
- Return to earlier forms of behaviour or skills.
- Changes in school behaviour.
- Loss of child's sense of security.
- Unable to adjust to the normal schedule.
- Showing loss of memory, sometimes appearing preoccupied or troubled.
- Depression.
- Advanced sexual behaviour.
- Acting out the sexual abuse with playmates.
- Suicidal tendencies.
- Alcohol and drug abuse.
- Running away.
- Increased irritability and angry outbursts.
- Pseudo-maturity, taking over parental responsibilities (*usually associated with incest*).
- Prostitution.

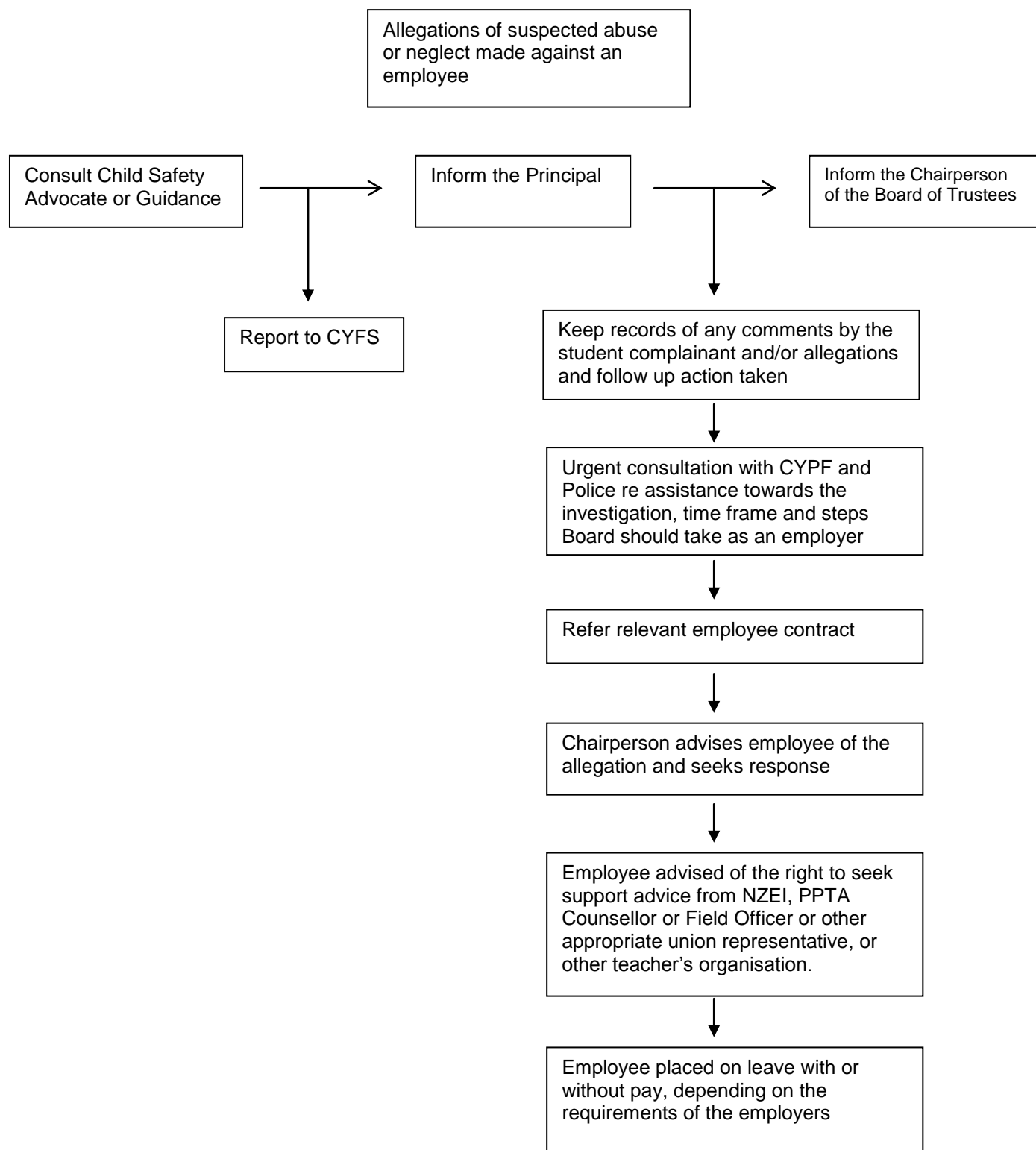
## **COMPLAINTS AGAINST STAFF INVOLVING SEXUAL ABUSE PROCEDURE**

Once a helping agency is involved, the following procedures will be followed and will be in line with those set out in the Teachers Collective Contract, re Complaints Against Teachers.

- The Principal/Deputy Principal will inform the Chairperson of the Board of Trustees.
- Both will then inform the staff member who will be advised to seek legal and/or union representation, and be encouraged to seek personal professional support.
- The school will inform the union.
- The staff member will be suspended on full pay once an investigation has begun in line with Section 2.21g of the Teachers Collective Contract. At this stage the rest of the staff will be informed. The MOE must also be notified at this stage.



# SCHOOL'S FLOW CHART OF ACTION



- All actions of the Board must be consistent and in line with the Collective Employments Contract or Individual Employment Contract.
- Boards should take care to ensure action taken by the school does not undermine or frustrate any investigation being conducted by any agency.
- It is strongly recommended that the Board maintains a close liaison with CYPFS and the Police.

# HARASSMENT IN THE WORKPLACE PROCEDURE

- Any staff or student in the school experiencing any form of harassment should act assertively by making it clear that such behaviour is unacceptable and ask the person to stop it.
- If this does not stop the unwelcome behaviour, the complainant may approach:
  - **For staff:** Principal, elected BOT member from the staff, an NZEI Staff Liaison Officer, Counsellor, or Field Officer.
  - **For students:** a teacher, the Principal, a parent, Public Health Nurse, or the police.
- The case should be documented by the complainant with the assistance of the supporting person or persons.
- The person responsible for the harassment should be confronted and informed that the behaviour is unacceptable and must stop. Assurances should be sought that the behaviour will stop and that an apology is made.
- If it is decided that further action should be taken, the harasser should be informed and a decision made to lay a complaint through one of the following avenues:
  - The Principal and/or the Board of Trustees (Award 2.2.3.) Collective Agreement. (The BOT may opt to consult with STA at this point.)
  - Personal Grievance through an Industrial Advocate or an N.Z.E.I. Field Officer (Award 91.9.3)
  - Human Rights Commission through an N.Z.E.I. Field Officer.
- A school staff member has been sexually harassed in the school if a Board of Trustees member or another staff member:
  - Makes a request of the staff member for sexual intercourse, sexual contact, or other form of sexual activity which:
    - \* Implies or overtly promises preferential treatment in the school, or
    - \* Implies or overtly threatens detrimental treatment in the school; or
    - \* Implies or overtly threatens the present or future status of the staff member,

**OR**

  - refers to the staff member by a sexual name.
  - makes offensive gestures or comments to the staff member.
  - misuses visual or written material of a sexual nature in regard to the staff member.
- A student has been sexually harassed in the school if another student or a staff member:
  - Refers to the student by a sexual name.
  - Makes offensive gestures or comments to the student.
  - Misuses visual or written material of a sexual nature in regard to the student.

## SMOKEFREE PROCEDURE

- Notices will be displayed in all classrooms, staff-room, and school entrance ways informing everyone of Fairlie School's Smokefree Policy.
- All prospective employees will be advised of Fairlie School's Smokefree Policy
- All complaints regarding smoking will be investigated by the Board of Trustees within 20 working days following the procedure laid down in the Smokefree Environment Act.

# CIVIL DEFENCE

Fairlie School has a Civil Defence Emergency Plan and these procedures need to be read in conjunction with that Plan.

- The **Plan** has been prepared to assist Fairlie Primary School in preparing for and responding to emergencies.
- The **Plan** envisages all sources of threat that could pose a hazard to the school.
- The **Plan** incorporates the school's Fire Plan.

## PROCEDURES:

- Where possible, risks have been eliminated or reduced to an acceptable level.
- The emergency response procedures are dealing with the residual risk, i.e. that risk which is left over.
- The **Plan** is confined to the school's property at School Rd. It includes consideration of hazards and risks across the whole property, i.e. outdoor areas and buildings, as well as indoor hazards and risks.
- The **Plan** has been prepared using the following assumptions:
  - Mackenzie District Council Civil Defence Plans are based on the assumption that schools and other institutions will need to look after themselves during the initial stages of a disaster.
  - Emergency services may not be able to respond for some hours after the initial stages of a disaster.
  - Utilities, such as water, electricity, communications, transport and food supplies, could be unavailable, inoperative or unsafe.
  - Some buildings may suffer moderate to severe damage.
  - Children and staff injured during the disaster may initially need to be cared for within the school environment.
  - Children may have to stay at the school for some time until collected by a caregiver.
- The **Plan** will be reviewed and amended annually.
- **EMERGENCY CALLS** -To place an emergency call, dial **31 111 or 32 111** (the 31/32 prefix is necessary for obtaining an outside line). State:
  - which service you require (Fire/Ambulance/Police)
  - the nature of emergency
  - the school's name – "Fairlie Primary School"
  - the school's address – "21 School Road, FAIRLIE"
  - the closest cross street – "Bank Street"
- **School Roll Location**
  - Class roll in each classroom
  - Full school roll in administration office
- **Evacuation Assembly Area**

Children and adults will assemble on the grass area adjacent to the adventure playground.
- All employees at the school, and, voluntary part time helpers (parent helpers) must be fully aware of the contents of the Emergency Plan, and the location of the plan for their continued reference.
- Copies of the Plan are kept in: the staffroom, Principal's office and the Secretary's office, and with each member of the BOT.

## SEARCH AND SEIZURE PROCEDURE

Students and their belongings will be searched if there is a concern that they may have something in their possession that could be harmful to themselves, other students, staff or property.

Any potentially harmful items will be seized and parents notified to collect such items from the school office.

- Clothing searches can only be carried out in the presence of the students parent(s) by a member of the same gender, or, if this is not practical, in the presence of the police.
- Searching of belongings (desks, school bags) will be carried out by a senior staff member in the presence of the student concerned and another staff member.

## INTERNET SAFETY PROCEDURE

- Fairlie School will endeavour to protect staff and student from any misuses or abuses as a result of accessing the internet and electronic mail. The school will not be held responsible for any problems that occur, including loss of data, accuracy or suitability of information found inappropriate or illegally used.
- Learners will be given guidelines on and support with how to gather, select from and process information to support their learning in a monitored environment.
- Learners will need to have gained their internet licence before being allowed independent access to the internet. Signed permission from parents must be received by the school before any child has access to the school internet.
- Learners are required to take responsibility for their own appropriate behaviour when using the internet or electronic mail as they are representing the school
- Opportunities for professional development in the use of the internet as a teaching and learning resource will be provided.
- Access is considered a privilege and must be treated as such.
- Staff will be required to sign internet laptop safety agreements.

## ACCIDENT NOTIFICATION

- **Students:**

Any accident involving a student that results in injury will be communicated to the students parent(s)/caregivers.

- All accidents will be recorded in the Accident Register kept in the First Aid room.

- **Employees:**

An accident involving an employee will be reported to the Board of Trustees through the Principal or Chairperson.

- All documentation relating to any accident will be kept in a secure location for a period of 5 years.

## ADMINISTRATION OF MEDICATION

- The decision to administer medication is at the discretion of the office staff. If they choose not to take the responsibility, then the administration becomes the responsibility of the student's parent(s).
- All medication is held at the school office.
- Administration of medication will be carried out in the appropriate environment.
- Medication will be administered strictly according to written instructions provided with the medication.
- School will not administer any medication (eg panadol) without signed parental agreement.

## BEHAVIOUR MANAGEMENT PROGRAMME

- **School Rules:**

School rules are based on common sense and respect for others.

- We have a zero tolerance of bullying.
- Where practical, students are involved in the formulating of rules. This is generally carried out in individual classrooms at the beginning of each year.
- School rules are put in place for two specific purposes:
  - \* to ensure that the safety of all students is not compromised;
  - \* to ensure that the learning opportunity of any student is not compromised.

- **Serious/Persistent Behaviour Problems:**

- Principal, teacher and student meet to discuss behaviour consequence options;
- Meeting with parent(s) to discuss behaviour consequence options;
- Stand-down – following the MOE Guidelines booklet.
- Exclusion – the following the MOE Guidelines booklet.

## GENERAL PROCEDURES

### EVACUATION PROCEDURE:

In the case of a fire within the school buildings, an alarm will be sounded by the bell ringing continuously. In the event of the electric bell being non functional, the hand bell will be used.

#### **ASSEMBLY ON THE GRASS AREA ADJACENT TO THE ADVENTURE PLAYGROUND**

- Evacuation must be carefully managed by the teacher to ensure:
  - orderly, systematic departure from the building;
  - that the whole class/group is kept together;
  - that the potential for panic is kept to a minimum.
- Teachers must take the class register with them to the assembly area in order to facilitate a roll call.
- All doors are to be closed on leaving the buildings.
- Classes must line up in their classes to enable a quick roll call.
- Immediately on completion of the roll call a report must be made to the Principal, (or whoever has the delegated responsibility should the Principal be absent).
- The report should be clearly stated in terms of either:
  - All clear – everyone accounted for, or,
  - Names of those children not accounted for.
- The Principal (or representative) will decide on what action, if any, is to be taken and will delegate persons to perform specific tasks.
- All classes will remain in the assembly area until dismissed by the principal (or representative).
- The Fire Service will be phoned by the Secretary, the Principal or the Property Supervisor.
- On no account is anyone, pupil or teacher, permitted to re-enter the buildings until the all clear has been given by the Fire Service or the Principal.
- The list of classes will be on the clipboard kept in the office.

## CONTACT WITH BLOOD AND OTHER BODILY FLUID PROCEDURES

Latex disposable gloves must be worn by anyone dealing with blood or other bodily fluid. These gloves are kept in the First Aid Room of the Administration Block.

## HEAD LICE AND OTHER CONTAGIOUS CONDITIONS (Impetigo, Ringworm) PROCEDURES

When a notification of head lice is received:

- the parent of the student is advised.
- a notice of awareness is put in the newsletter.
- if the infestation continues or spreads, the Public Health Nurse is asked for assistance in dealing with the problem.
- It is **NOT** the responsibility of the classroom teacher to check hair for head lice.
- Information leaflets will be sent home to all students in the class involved.

## PLAYGROUND SUPERVISION

- Supervision is organized and monitored by the Principal/delegated staff member.
- All teaching staff are on the duty roster which is organized on Teacher Only Day at the beginning of each year.
- If a teacher is absent on duty day, their reliever assumes responsibility for the duty.
- Wet Weather Lunch – syndicates organise supervision for indoor lunchtimes.
- Rostered supervision applies to:

Morning Break	10.15 - 10.30 a.m.
	11.30 - 11.40 a.m.
Lunch Break	12.40 - 1.35 p.m.
Bus Line Checks	3.10 p.m. until departure of last bus
- Requirements of Supervision:
  - Brain Breaks and Lunch
    - interact with students in the playground – be prepared to listen
    - monitor playground behaviour and modify if required
    - check classrooms - students should be outside in fine weather
    - encourage social skills
    - monitor children eating lunch – check for: adequacy, whether lunch is being eaten, appropriate eating habits, cleanliness, litter disposal, etc.
    - teachers should not get involved with games that will detract from their ability to carry out duty.
  - Bus Line Checks
    - students get to bus lines quickly for roll check
    - student bus wardens check roll carefully
    - warden reports to duty teacher on status of check
    - a bus can not leave until the roll check is confirmed as accurate
    - students remain in bus lines until departure
    - if in doubt about any pupil, please check with the Office before dismissal.



## SICKNESS OR INJURY

- Any student not feeling well will be sent to the Office with a note from the class teacher. Any student who is injured should be accompanied to the Office where they will be attended to.
- The secretary has responsibility for the first aid room.
- If a child suffers an accident or ill health while at school parents or nominated backup person, will be contacted immediately with a request to collect the child.
- The child will be sent to the sick bay, in the Office Block and it is from there they will be collected.
- If we are unable to contact parents/caregivers and medical help is required, the School will make the necessary arrangements with the local Doctor, and continue to try to contact the parent/caregiver.
- It is not the responsibility of Teaching Staff to administer medication at school.

## PRIVACY PROCEDURE

- The school enrolment form will contain information about the purpose, use and disclosure of the information collected.
- Personal information will only be available to relevant authorities, eg health nurse, psychologist, dental nurse, teachers.
- A Privacy Officer will be appointed, complying with the provisions of the Privacy Act 1993.
- Red folder.

### INFORMATION PRIVACY

#### ***To be completed by the School***

I agree to the Fairlie Primary School collecting personal information on

\_\_\_\_\_  
*(full name of individual)*

I have been advised by the School that the information I provide will be used for:

I accept the fact that this information may later be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way, it will not identify me or the individual concerned.

I understand that the information I provide will be held at Fairlie Primary School whose address is as above.

I am aware of the rights of access to, and correction of this information.

\_\_\_\_\_  
Signed - Individual/Parent/legal Guardian/Caregiver/Agent  
***Please delete those not applicable***

Information regarding individual needs will be filed in the Learning Support folder in the Principal's office. Relevant information from this will be forwarded when the pupils move from the School.

## NON-CUSTODIAL PARENTS PROCEDURES

- Any non-custodial arrangements must be communicated to the school in writing, signed by the court, police or a lawyer. These records will be kept on file in the School Office.
- No student is permitted to leave the school grounds with anyone other than a parent unless written notification or verbal instructions have been received.
- Non- custodial parents are not permitted any contact with a child in the school grounds.
- Any departure from the above, staff **do not** intervene – advise Principal or senior teacher. Police may or may not need to be contacted.

## SUNSMART PROCEDURES

These procedures will be adopted so children attending Fairlie Primary School are protected from the harmful UV radiation from the sun, that may lead to cancer later in life. As part of the general Sunsmart strategies our school will ensure

- Where possible outdoor activities are rescheduled to minimize the time outdoors between 11am-4pm. Children should be directed to eat lunch in shady areas. These procedures should be reflected in the planning of EOTC activities.
- Covering up is the best form of protection so clothing with sleeves and collars is encouraged.
- Wearing of uniform hats while outside is compulsory in Terms 1 & 4.
- Implement a “No hat play in the shade” rule where those students without hats play in the shelter pod.
- The BOT will provide broad spectrum water resistant sunscreen SPF 30 or more which is readily accessible in each class and accompany class outings, Sporting events etc.
- The BOT will provide shade areas as part of their property management programme.
- Staff will act as role models by employing appropriate sun protective behaviour for summer outdoor activities.
- The Sun Protection Policy will be reinforced and publicised in a positive way through school newsletters and the Health Programme that promotes melanoma and skin cancer awareness at all levels every year.
- Review of these procedures will encompass Sunsmart behavior, shade provision and curriculum emphasis.

## TRUANCY PROCEDURE

- When children are enrolled at school, enrolment details, etc are to be entered on the enrolment form.
- One copy of the enrolment form is to be used by the class teacher to enter the child's name on their class register, then placed in the student's individual file, and another copy is to be used by the school secretary to enter the child's name and details in the ENROL system and the Student Manager Programme on the office computer.
- Class registers are to be marked as set out in School Attendance Procedure
- Absences will be followed up by the School Secretary daily, by 10.30 am.
- The Principal is to be notified immediately if children, who have come to school in the morning, leave school or cannot be found.
- Children who have failed to attend school without reasonable excuse, or have been absent for five continuous school days, or whose absences have been one or more days every week or patterns of several days absence shall be referred to the Principal. Parents are to be fully advised of instances of truancy by their children and the consequences.
- The Truancy Officer will be involved through the Principal.
- Where any child has failed to attend school without reasonable excuse, and required interventions have failed to ensure a return to school attendance, or the absences have been continuous for 15 school days, or one or more days a week, or patterns of several days absence which persist for a school term, the truant will be referred to the Fairlie District Truancy Service.

## BUS TRANSPORT PROCEDURE

### GUIDELINES:

- The rules and regulations for bus transport assistance are set by the Education Act 1989.
- The Education Services Centre for this area administers the service on contract to the Ministry of Education. The final decision regarding changes, extension, etc, rests with their office.  
(For Fairlie School this is School Support, Christchurch).
- Procedures and routes pertaining to the bus service are to be included in the School's Information Booklet.

- The school bus controller will negotiate with the Board of Trustees over any changes to be made to the existing schedule.
- Eligible pupils for a transport allowance are those who are:
  - Aged under ten year and live more than 3.2km from the school.
  - Aged ten years and over, and live more than 4.8km from the school.
  - Disadvantaged through disability.
- Eligible pupils are normally required to make their own way up to 1.6km to the bus stop.
- The school bus controller is responsible for:
  - Liaising with the parents and the local bus driver
  - Informing the Board of Trustees of extensions required or deletions to the bus route
  - Arranging bus lists of eligible pupils at the commencement of each school year and the marking of daily rolls
  - Dealing with, and informing the principal and parents of any complaints regarding the service, or conduct of pupils
  - Eligible pupils will have the first right to transport in the event of overloading.
- The Health and Safety Programme will include aspects of bus safety.
- The BOT takes the view that final responsibility for acceptable conduct of pupils on the bus rests with the parents. The Board has the right to withdraw any child from the service that continually offends. This applies also to those children travelling to and from any school trips. The Board delegates the decision to the principal in the role of school management.
- The Bus Controller is Mr Sean Cassidy, Mackenzie College phone 685 8603.
- Glovests are provided and should be worn.
- All new entrants will be issued with a Glovest upon enrolment.

## **VISITOR PROCEDURES**

All visitors to the school must report and sign in at the School Office.

- Visitors include: trades people, sales rep's, the arts performers, advisory personnel, members of the public who are not parents or caregivers of students at Fairlie Primary School.

## **HAZARD IDENTIFICATION PROCEDURE**

- The Property Committee/Caretaker will make an inspection of the school grounds and buildings once a term. A senior pupil may also assist with this task.
- Identified hazard areas will be placed out of bounds until the situation can be remedied. The Principal will be kept informed of potential hazards and how they are dealt with at all times.

- The Property Supervisor maintains a property inspection record in accordance with our School Building Warrant of Fitness.